Each year, middle and high school scholars are **required** to complete components to build their High School and Beyond Plan (HSBP). At right is a monthly timeline for scholars to follow that will help them stay on track with their activities/tasks.

Scholars will present their HSBP progress in the spring each year at Scholar-Led Conferences (SLC), Advisories, or during other culminating activities.

The HSBP tasks are completed within MaiaLearning, an online college/career exploration platform and portfolio. Activities/tasks are also listed on the MaiaLearning Dashboard.

Scholars can access their MaiaLearning account by visiting [www.maialearning.com](http://www.maialearning.com) and clicking "Sign in with Google" and login with their Gmail (P12) account (example: ####@p12fwps.org) and password.

**CHECK BOXES ARE REQUIRED.**

- Bulleted items are highly recommended.

- Attend Freshmen Orientation and other back to school events so you can get to know your new high school.

- Complete the “Freshmen Fall Survey” in your Career Activities and Tasks List.
- Turn “ON” Text/SMS Messaging setting in “My Account” under the person image icon in the top right, to receive personalized email/text messages regarding career and college field trips, experiences and support.
- Complete the “Personality Assessment” in the Explore Section.

- Explore your interests and leadership opportunities by participating in sports, school clubs, music or drama groups, or community based organizations or volunteer activities.

- Complete the “Intelligences Assessment” in the Explore Section.
- Complete the “Learning and Productivity Assessment” in the Explore Section.
- Create 4 SMART Goals for the year in the Portfolio Section (College Goal, Career Goal, Financial Aid Goal and Academic Goal).

- Take the PSAT test for free at school during PSAT/SAT School Day. This is good practice for the SAT, and in 11th grade certain test scores on the PSAT can qualify you for the National Merit Scholarship. Taking this test in 9th grade will help you better prepare.
- Attend college and career fairs with parents/guardians including the Life After High School District College and Career Fair and others such as the NACAC National College Fair.

- Make a plan for completing your required 24 hours of community service (www.fwps.org/communityservice).
- Review graduation requirements at Scholar Led Conferences (SLC) and create a plan to stay on track with your HSBP and grades to maintain a good Grade Point Average (GPA).

- Complete the “Interest Profiler Assessment” in the Explore Section and research 3-5 suggested careers from your assessment results. Learn about the tasks, education and training necessary for each career.
- Create your “Career List” by clicking the Heart icon and clicking “Add to Career Plan” in the Career Plan Section and review career plan summaries.
- Identify 9-12 post-secondary pathway choices such as college (Target School, Likely School and Stretch School), training, certificate and/or employment. View programs related to your career in the “Education Level” area of career summaries in the “Career List” and use the College Plan Section to click on the Heart icon to add colleges you are considering and applying to. If your pathway is not listed in the college section, then complete a journal entry to list the pathway you are pursuing.

- Find out about entry requirements at the post-secondary pathways that you are interested in pursuing. Scholars will present their HSBP progress in the spring each year at SLCs, Advisories or during other culminating activities.

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**EACH SCHOLAR: A VOICE. A DREAM. A BRIGHT FUTURE.**

**FEDERAL WAY PUBLIC SCHOOLS**
**high school & beyond plan CHECKLIST | GRADE 9**

**REQUICKED**
- Check boxes are required.
  - Bulleted items are highly recommended.

### January
- Review Transcript and create and update your "Academic Planner" in the Academic Plan Section in preparation for course registration. Credit Analysis forms are available in the counseling office, career center or at www.fwps.org/CCR.
  - Find out about Dual Credit opportunities at your school where you can earn credit in high school through certain test scores on AP, IB or Cambridge exams or through completion of CTE, College in the High School Courses or Running Start courses.
  - Review your PSAT results, and organize your plan for taking the PSAT next year. View your PSAT scores at studentscores.collegeboard.org, and send your scores to Khan Academy® for a free, personalized PSAT practice plan based on your test results.
  - If you have the College Bound Scholarship, review requirements and repledge your commitment so that you can access your scholarship. More info at readysetgrad.wa.gov/collegebound.

### February
- Search for scholarships in the "Scholarship Search," Career Center, washboard.org, and/or post-secondary websites.
  - Think about how you will pay for your post-secondary education and discuss options with your family about how to save and budget for your education and life after high school.
  - Prepare for sophomore year course registration by meeting with your counselor, verifying your transcript is accurate, ensuring you are on track for graduation and considering which courses align with your post-secondary plans and which advanced or stretch course(s) to enroll in.
  - Enroll in Career & Technical Education classes that fit your career interests. This will allow you to learn more about this career pathway through the course content and projects along with business and industry speakers and tours.
  - If you are interested in playing sports in college, research the National Collegiate Athletic Association (NCAA) eligibility requirements at ncaaclearinghouse.net to identify qualifying courses at your school.

### March
- Complete "Work Values" in the Explore Section.
  - Send letters and contact post-secondary institutions you are considering attending to introduce yourself, explain your interest and ask about ways that you can begin preparing for your future at that campus. Sign on to BigFuture.org to discover more planning resources.

### April
- Create/Update your "Resume" under the Portfolio Section. Keep track of your academic and extracurricular awards, community services achievements and anything else you participate in.
  - Consider creating a business card to distribute to post-secondary institutions or employers at college and career fairs that includes your name, contact information, interest areas, GPA and/or accomplishments in activities and academics such as being in AP, IB, Cambridge courses and exam results. Be sure to create a professional email address to use when communicating.

### May
- Review and assess your 4 SMART Goals for the year in the Portfolio Section (College Goal, Career Goal, Financial Aid Goal and Academic Goal).

### June
- Update your required hours for community service by logging experience(s) into the Experience Section in the Portfolio.
  - Find an internship/job shadow, participate in summer camps, summer college programs or volunteer activities.
high school & beyond plan CHECKLIST

☐ REQUIRED
- Bulleted items are highly recommended.
- MaiaLearning activities/tasks are in color bands.

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The HSBP tasks are completed within MaiaLearning, an online college/career exploration platform and portfolio. Activities/tasks are also listed on the MaiaLearning Dashboard.

Scholars can access their MaiaLearning account by visiting www.maialearning.com and clicking “Sign in with Google” and login with their Gmail (P12) account (example: 123456@p12fwps.org) and password.

SEPTEMBER
- Complete the “Sophomore Fall Survey” in your Career Activities and Tasks List.
- Turn “ON” Text/SMS Messaging setting in “My Account” under the person image icon in the top right, to receive personalized email/text messages regarding career and college field trips, experiences and support.
- Complete the “Interest Profiler Assessment” in the Explore Section. Learn about the tasks, education and training necessary for each career.
- Make a plan for completing your required 24 hours of community service (www.fwps.org/communityservice). Printable forms are also found on the website.
  - Explore your interests and leadership opportunities by participating in sports, school clubs, music or drama groups, or community based organizations or volunteer activities.

OCTOBER
- Create or Update 4 SMART Goals for the year in the Portfolio Section (College Goal, Career Goal, Financial Aid Goal and Academic Goal).
- Take the PSAT test for free at school during PSAT/SAT School Day. This is good practice for the SAT, and in 11th grade certain test scores on the PSAT can qualify you for the National Merit Scholarship. Taking this test in 10th grade will help you better prepare.
  - Attend college and career fairs with parents/guardians including the Life After High School District College and Career Fair and others such as the NACAC National College Fair.

NOVEMBER
- Complete the “Intelligences Assessment” in the Explore Section and research 3-5 suggested careers from your assessment results.
- Update your “Career List” by clicking the Heart icon and clicking “Add to Career Plan” in the Career Plan Section and Review career plan summaries.
- Review graduation requirements at Scholar Led Conferences (SLC) and create a plan to stay on track with HSBP and your grades to maintain a good Grade Point Average (GPA).
- Identify 6-9 post-secondary pathway choices such as college (Target School, Likely School and Stretch School), training, certificate and/or employment. View programs related to your career in the “Education Level” area of career summaries in the “Career List” and use the College Plan Section to click on the Heart icon to add colleges you are considering and applying to. If your pathway is not listed in the college section, then complete a journal entry to list the pathway you are pursuing.
  - Find out about entry requirements at the post-secondary pathways that you are interested in pursuing. Scholars will present their HSBP progress in the spring each year at SLCs, Advisories or during other culminating activities.

DECEMBER

EACH SCHOLAR:
A VOICE
A DREAM
A BRIGHT FUTURE,

FEDERAL WAY
PUBLIC SCHOOLS

(continued on back)
# high school & beyond plan CHECKLIST | GRADE 10

**REQUwED**
- CHECK BOXES ARE REQUIRED.
- Bulleted items are highly recommended.

MaiaLearning activities/tasks are in color bands.

## JANUARY
- Review Transcript and create and update your "Academic Planner" in the Academic Plan Section in preparation for course registration. Credit Analysis forms are available in the counseling office, career center or at www.fwps.org/CCR.
  - Search for scholarships in the "Scholarship Search," Career Center, washboard.org, and/or post-secondary websites.
  - Think about how you will pay for your post-secondary education and discuss options with your family about how to save and budget for your education and life after high school.
  - Find out about Dual Credit opportunities at your school where you can earn credit in high school through certain test scores on AP, IB or Cambridge exams or through completion of CTE, College in the High School Courses or Running Start courses.
  - Review your PSAT/SAT results, and organize your test plan for SAT, ACT, SAT Subject Tests and/or AP, IB and Cambridge exams. Mark the dates on your calendar, so you can see the time left, and make a plan to prepare. View your PSAT/SAT scores at studentscores.collegeboard.org, and send your scores to Khan Academy® for a free, personalized SAT practice plan based on your test results.
  - If you have the College Bound Scholarship, review requirements and repledge your commitment so that you can access your scholarship. More info at readysetgrad.wa.gov/collegebound.

## FEBRUARY
- Prepare for junior year course registration by meeting with your counselor, verifying your transcript is accurate, ensuring you are on track for graduation and considering which courses align with your post-secondary plans and which advanced or stretch course(s) to enroll in. Credit Analysis forms are available in the counseling office, career center or at www.fwps.org/CCR.
  - If you are interested in attending a U.S. Military Academy, request a pre-candidate questionnaire.
  - Enroll in Career & Technical Education classes that fit your career interests. This will allow you to learn more about this career pathway through the course content and projects along with business and industry speakers and tours.
  - As a junior you can take Running Start, PSSC, Career Start, and advanced coursework. Attend required meetings and gather information on various program options and what would be the best fit.
  - If you are interested in playing sports in college, research the National Collegiate Athletic Association (NCAA) eligibility requirements at ncaad360.org to identify qualifying courses at your school.

## MARCH
- Send emails and contact post-secondary institutions you are considering attending to introduce yourself, explain your interest and ask about ways that you can begin preparing for your future at that campus. Sign on to BigFuture.org to discover more planning resources.

## APRIL
- Create and/or update your "Resume" under the Portfolio Section. Keep track of your academic and extracurricular awards, community services achievements and anything else you participate in.
  - Consider creating a business card to distribute to post-secondary institutions or employers at college and career fairs that includes your name, contact information, interest areas, GPA and/or accomplishments in activities and academics such as being in AP, IB, Cambridge courses and exam results. Be sure to create a professional email address to use when communicating.

## MAY
- Review and assess your 4 SMART Goals for the year in the Portfolio Section (College Goal, Career Goal, Financial Aid Goal and Academic Goal).
  - Update your hours for community service by logging experience(s) into the Experience Section in the Portfolio.
  - Find a full-time or part-time job, participate in summer camps, summer college programs or volunteer activities.
  - Set up tours and appointments at post-secondary institutions. Call the admissions or information office to set up a personal interview, tour and/or a meeting with a coach or professor. Speak with admissions and financial aid staff or students if school is in session. Send a follow up thank you letter. If summer isn’t an option, consider plans during non-school days, early release days or during breaks.
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**September**

- Complete the “Junior Fall Survey” in your Career Activities and Tasks lists.
- Turn “ON” Text/SMS Messaging setting in “My Account” under the person image icon in the top right, to receive personalized email/text messages regarding career and college field trips, experiences and support.
- Complete the “Learning & Productivity Assessment” in the Explore section.
- Complete the “Interest Profiler Assessment” in the Explore Section. Learn about the tasks, education and training necessary for each career.
  - Make a plan for completing community service hours (www.fwps.org/communityservice).
  - Explore your interests and leadership opportunities by participating in sports, school clubs, music or drama groups, or community-based organizations or volunteer activities.
  - If you are interested in playing sports in college, research the National Collegiate Athletic Association (NCAA) eligibility requirements at ncaaboutinghouse.net to identify qualifying courses at your school.

**October**

- Create/update 4 SMART Goals for the year in the Portfolio Section (College Goal, Career Goal, Financial Aid Goal and Academic Goal).
- Take the PSAT for free at school during PSAT/SAT School Day and potentially qualify for the National Merit and other scholarships. The PSAT is also good practice for the SAT.
  - Attend college and career fairs with parents/guardians including the Life After High School District College and Career Fair and others such as the NACAC National College Fair.

**November**

- Update your “Career List” by clicking the Heart icon and clicking “Add to Career Plan” in the Career Plan Section and Review career plan summaries.
- Review graduation requirements at Scholar-Led Conferences (SLC) and create a plan to stay on track with your HSBP and grades to maintain a good Grade Point Average (GPA).
  - Set up tours and appointments at post-secondary institutions during non-school days, early release days or during breaks. Call the admissions or information office to set up a personal interview, tour and/or a meeting with a coach or professor. Speak with admissions and financial aid staff or students if school is in session. Send a follow up thank you letter.

**December**

- Identify 3-6 post-secondary pathway choices such as college (Target School, Likely School and Stretch School), training, certificate and/or employment. View programs related to your career in the “Education Level” area of career summaries in the “Career List” and use the College Plan Section to click on the Heart icon to add colleges you are considering and applying to. If your pathway is not listed in the college section, then complete a journal entry to list the pathway you are pursuing.
  - Find out about entry requirements at the post-secondary pathways that you are interested in pursuing. Scholars will present their HSBP progress in the spring each year at SLCs, Advisories or during other culminating activities.
  - Begin looking at college essay prompts and brainstorm potential answers or determine gaps in experiences that you can fill over the next two years.

**January**

- Review Transcript and create and update your “Academic Planner” in the Academic Plan Section in preparation for course registration. Credit Analysis forms are available in the counseling office, career center or at www.fwps.org/CCR.
  - Search for scholarships in the “Scholarship Search,” Career Center, washboard.org, and/or post-secondary websites.

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high school & beyond plan CHECKLIST | GRADE 11

**CHECK BOXES ARE REQUIRED.**
- Bulleted items are highly recommended.

MaiaLearning activities/tasks are in color bands.

### January
- Think about how you will pay for your post-secondary education and discuss options with your family about how to save and budget for your education and life after high school.
- Start to gather documents for financial aid. Be sure to keep a copy of your tax returns handy. You’ll use these to complete the FAFSA or WASFA, which opens on Oct. 1. Get your FSA I.D. (username and password). Complete the FAFSA at FAFSA.caster.ed.gov to begin financial planning.
- Review your PSAT/SAT results, and organize your test plan for SAT, ACT, SAT Subject Tests and/or AP, IB and Cambridge exams. Mark the dates on your calendar, so you can see the time left, and make a plan to prepare. View your PSAT/SAT scores at studentscores.collegeboard.org, and send your scores to Khan Academy® for a free, personalized SAT practice plan based on your test results.
- If you have the College Bound Scholarship, review requirements and repledge your commitment so that you can access your scholarship. More info at readysetgrad.wa.gov/collegebound.

### February
- Create and/or update your “Resume” under the Portfolio Section. Keep track of your academic and extracurricular awards, community services achievements and anything else you participate in.
- Prepare for senior year course registration by meeting with your counselor, verifying your transcript is accurate, ensuring you are on track for graduation and considering which courses align with your post-secondary plans, and which advanced or stretch course(s) to enroll in.
- Enroll in Career & Technical Education classes that fit your career interests. This will allow you to learn more about this career pathway through the course content and projects along with business and industry speakers and tours.
- As a senior you can take Running Start, PSSC, Career Start, and advanced coursework. Attend required meetings and gather information on various program options and what would be the best fit.
- Find out about Dual Credit opportunities at your school where you can earn credit in high school through certain test scores on AP, IB or Cambridge exams or through completion of CTE, College in the High School Courses or Running Start courses.

### March
- Take the SAT for free during the SAT School Day Test. This is good practice for your next opportunity to take the SAT for free your senior year in October. If you are unhappy with your scores, you can retake the SAT. Be sure to send your scores to post-secondary institutes you are interested in attending. Certain SAT Scores can also meet state test requirements you have not met.
- Send emails and contact post-secondary institutions you are considering attending to introduce yourself, explain your interest and ask about ways that you can begin preparing for your future at that campus. Sign on to BigFuture.org to discover more planning resources.

### April
- Consider creating a business card to distribute to post-secondary institutions or employers at college and career fairs that includes your name, contact information, interest areas, GPA and/or accomplishments in activities and academics such as being in AP, IB, Cambridge courses and exam results. Be sure to create a professional email address to use when communicating.

### May
- Review and assess your 4 SMART Goals for the year in the Portfolio Section (College Goal, Career Goal, Financial Aid Goal and Academic Goal).
- Begin narrowing and ranking your post-secondary options based on criteria that matters to you, such as size, location, cost, majors or special programs, and organize your post-secondary education materials in a filing system.
- Check post-secondary entry requirements and deadlines for applications. Some colleges have early applications in May–August prior to a scholar’s senior year.
- Start to gather documents for financial aid. A checklist of required documents can be found at www.fwps.org/finalid. Be sure to keep a copy of your tax returns handy. You’ll use these to complete the FAFSA or WASFA, which opens on Oct. 1 of your senior year. Complete the FAFSA.caster.ed.gov to begin financial planning.

### June
- Review hours for community service and log experience(s) into the Experience Section in the Portfolio.
- Find a full-time or part-time job, participate in summer camps, summer college programs or volunteer activities.
- Set up tours and appointments at post-secondary institutions. Call the admissions or information office to set up a personal interview, tour and/or a meeting with a coach or professor. Speak with admissions and financial aid staff or students if school is in session. Send a follow up thank you letter.
- Begin working on college applications and essays if possible, and make a plan for early decision deadlines.
- Contact your counselor or career/college specialist before leaving school for the summer if you are considering military academies or ROTC Scholarships. If you want a four-year ROTC scholarship, you should begin the application process the summer before your senior year.
high school & beyond plan CHECKLIST

☑ REQUIRED

- Bulleted items are highly recommended.

MaiaLearning activities/tasks are in color bands.

☑ Check boxes are required.

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☑ Complete the "Senior Fall Survey" in your Career Activities and Tasks List.

☑ For personalized emails/text messages regarding career and college field trips, experiences and support, go to “My Account” under the person image icon in the top right, then switch “ON” for the Text/SMS Messaging setting and enter your cell phone number.

☑ Complete "Interest Profiler Assessment" in the Explore Section.

☑ Complete "Personality Assessment" in the Explore Section and select three careers to research.

☑ Make a plan for at least one College/Career Readiness Experience (examples: college/career field trip, college/career expo visit, college/career tour or college/career fair).

☑ If applying for Early Decision or Early Action, apply to your post-secondary pathway choice(s) (Target School, Likely School and Stretch School).

☑ Consider creating a business card to distribute to post-secondary institutions or employers at college and career fairs that includes your name, contact information, interest areas, GPA and/or accomplishments in activities and academics such as being in AP, IB, Cambridge courses and exam results. Be sure to create a professional email address to use when communicating.

☑ Complete the FAFSA/WASFA at https://readysetgrad.wa.gov/wasfaelig. A checklist of required documents can be found at www.fwps.org/financialaid. Continue to check the status regularly, and mark as completed in the Financial Aid Activity/Task list after you have uploaded confirmation of your completion in your Maia Drive.

☑ Update your "Career List" by clicking the Heart icon and clicking "Add to Career Plan" in the Career Plan Section and review career plan summaries.

☑ Verify your transcript is complete and accurate.

☑ Attend college and career fairs with parents/guardians including the Life After High School District College and Career Fair and others such as NACAC.

☑ Order your cap and gown for graduation ceremony in June.

☑ Take your post-secondary entrance exam (SAT offered for free during SAT School Day):
  - 4-Year, 2-Year transfer, ROTC and Academy: SAT/ACT
  - 2-Year Technical or Apprenticeship/Trade: SAT/ACT and technical/trade program exams
  - Military Enlisted: SAT/ACT and ASVAB
  - Work Force: SAT/ACT

☑ Complete the CSS/Financial Aid PROFILE®. PROFILE is an online application used by certain colleges and scholarship programs to determine eligibility for their aid dollars.

☑ Apply to 1–3 post-secondary pathway choices such as college (Target School, Likely School and Stretch School), training, certificate and/or employment. View programs related to your career in the “Education Level” area of career summaries in the “Career List” and use the College Plan Section to click on the Heart icon to add colleges you are considering and applying to. If your pathway is not listed in the college section, then complete a journal entry to list the pathway you are pursuing.

☑ Complete and apply for a minimum of one local, state or national scholarship. “Add Scholarship Award” in the Scholarship Section. Search for scholarships in the “Scholarship Search” Career Center, washboard.org, and/or post-secondary websites.

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# High School & Beyond Plan Checklist | Grade 12

**REQUiRED**
- Check boxes are required. Bulleted items are highly recommended. MaiaLearning activities/tasks are in color bands.

**November**
- Create 4 SMART Goals for the year in the Portfolio Section (College Goal, Career Goal, Financial Aid Goal and Academic Goal) by clicking “Add Goal” for each.
- Take the SAT Subject tests if preferred/required by colleges you are considering.

**December**
- Review the “Career Plan Essay” prompt in your Journal in the Portfolio Section and begin drafting your essay.
- Create/update your “Resume” under the Portfolio Section.
- Request one or more letters of recommendation. Request in the College Plan Section in “Recommendations” or request a letter in person and upload recommendation(s) in “Recommendations.”

**January**
- Update Scholarship status by selecting Scholarship to “Add Scholarship Award.”
- Verify that all required documents are submitted to admissions and financial aid offices for the colleges you are considering.
- If you have the College Bound Scholarship, review requirements and repledge your commitment so that you can access your scholarship.
  More info at readysetgrad.wa.gov/collegebound.

**February**
- Complete final “Career Plan Essay” in your Journal in the Portfolio Section and upload your Post-Secondary Acceptance, Enrollment, Employment or Application into your MaiaDrive.
- Add College/Career Readiness Experience(s) in the Experiences Section of the Portfolio (examples: college/career field trip, college/career rep visit, college/career tour or college/career fair).
- Review Transcript, SAT/ACT results and graduation status.

**March**
- Upload your Post-Secondary Acceptance, Enrollment, Employment or Application.
  - 4-Year, 2-Year transfer, ROTC and Academy Exam: College Acceptance Letter
  - 2-Year Technical or Apprenticeship/Trade: College/Program Acceptance Letter
  - Military Enlisted: Proof of Enlistment
  - Work Force: Proof of Employment
- Present your Career Plan Essay, Assessment Results, Resume, Scholarship and Post-Secondary Pathway. Acceptance, Enrollment, Employment or Application at SLCs, Advisories or Senior Exit Interviews. Have parent/guardian sign acknowledgment of High School and Beyond Plan.

**April**
- If interested, add to your “Gallery” in the Portfolio Section to create supplemental visual and audio pieces.
- Review your financial aid award letter(s). Outline yearly & monthly budgets to determine what is best for you/your family and next steps.

**May**
- Complete the “Senior Exit Survey” in your Career Activities and Tasks List.
- Assess and review SMART Goal progress.
- Take AP, IB or Cambridge exams for free. There is no risk, and a successful score could earn you college credit.
- Request your final transcript to be sent to your post-secondary pathway choice.

**June**
- Complete your Senior Clearance Form and pay fines in order to walk at the graduation ceremony.
- Attend Graduation Rehearsal.
- Graduate, celebrate and start your post-secondary journey!
- Post-secondary education and training is very different from high school. Map out different resources that will help you have a successful first year.